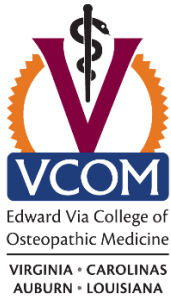


Position Description



Job Title: Simulation Center Coordinator, and SIM & Surgery Chair Support	
Departments: Center for Simulation and Technology	Date: August 2026
FLSA: Non-Exempt	Work Location: Auburn Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8:00am – 5:00pm
Reports To: Chairs for SIM and Surgery & Associate Dean for Center for Simulation and Technology	Percent Employment: 100%
Direct Reports: N/A	

I. Job Summary:

The Simulation Center Coordinator serves as the primary administrative staff for the VCOM Center for Simulation and Technology on the Auburn Campus. The coordinator reports to the Associate Dean for Center for Simulation and Technology. This position provides high quality administrative support to the department by displaying sound judgment, accuracy, diplomacy, confidentiality, and discretion. The duties include maintaining purchase orders, department finances, inventory items, and sub-departmental surveys.

Other duties include general receptionist duties (answering phones and meeting and greeting clients and visitors), general clerical duties (assisting in organizing a wide variety of office functions, coordinating files and records, coordinating schedules).

II. Job Duties:

The following description of job responsibilities and standards is intended to reflect the major responsibilities and duties of the job in order of importance, but is not intended to describe minor duties or other responsibilities as may be assigned from time to time.

1. Learning Management Systems

- Assist with the creation and development of online modules/exams
- Assist with the collection and reporting scoring results
- Review all survey results
- Supervise and maintain organizational structure within LMS's
- Maintain department testing equipment
- Assist with providing instruction of use

2. Technical Support

- Develops, integrates, manages, maintains, supports, and trains users for all hardware and software associated with learning management systems (LMS), including, but not limited to:
 - Simulation IQ

- b. Canvas
 - c. ExamSoft
 - d. Articulate Storyline
 - e. Laerdal Medical Software
 - f. Microsoft Office Suite
 - b. Data and metrics from all testing sessions will be analyzed, reported, and archived to meet the testing standards as established by the College.
3. Department Finances
- a. Review, file, and code purchase orders
 - b. Review, file, and code staffing invoices
 - c. Log monthly credit card report
 - d. Monitor budget and non-budget items
 - e. Submit all financial documents to the Finance Department
 - f. Meet with Associate Dean for Center for Simulation and Technology for budget development
4. NDLSF
- a. Send registration e-mail to each student
 - b. Ensure each student has taken pre-test prior to the start of the course
 - c. Create sign-in sheets for each day of course. Use these sign-in sheets to mark attendance in the LMS
 - d. Follow-up to make sure post-test and course evaluation have been completed.
 - e. Notify students to print class certificate, which will not be available on the LMS beyond 30 days post-class
 - f. Notify MedEd of student's pass/fail grades
 - g. Ensure that all appropriate rooms have been reserved
 - h. Be on site day of course for attendance count, as well as be available for last minute sign-on issues to the LMS
 - i. Keep BDLS binders with all sign-in sheets of attendance
 - j. Submit all invoices from the NDLSF to finance, once approved
 - k. Work with Virginia and Carolina campuses to administer BDLS course
5. Human Resources
- a. Assist the Associate Dean in human resource issues
6. Inventory
- a. Learn inventory management system
 - b. Assist in asset and stock inventory
 - c. Assist in ordering stock as needed
7. Simulation Operations and Support
- a. General
 - Manage database of faculty contact hours for CME reporting for all simulation center programs and activities
 - Provide faculty members an annual report of CME hours

- Provide AOA representative an annual report of faculty CME hours
- Assist in the distribution of learning materials, schedules, and other items to faculty for all simulation activities.
- b. Standardized Patient:
 - Assist with exam room set-up/take-down
 - Assist with room scheduling and reservations
 - Assist with proctoring SP exams utilizing B-Line software
 - Arrange for food and drinks (delivery/set-up/clean up)
 - Assist with arranging laundry service for items
- c. Small Group Review
 - Assist with set-up of Small Group Rooms or OMM Rooms
 - Assist with troubleshooting as needed
 - Assist with room scheduling and reservations
 - Arrange for food and drinks (delivery/set-up/clean up)
 - Assist with arranging laundry service for items
- d. High-Fidelity Simulation/HeartCode ACLS/BDLS
 - Assist in set-up and cleanup of simulation activities
 - Assist with room scheduling and reservations
 - Assist as Simulation Operator on an as needed basis
 - Assist with monitoring testing stations during skill exams
 - Arrange for food and drinks (delivery/set-up/clean up)
 - Assist with arranging laundry service for items
- e. Procedural Skills
 - Assist with the reservation of skills area/rooms
 - Assist in set-up and cleanup of lab and check-off activities
 - Assist with monitoring testing stations during skill exams
- f. Inventory Management
 - Assist with the ordering supplies and inventory as needed
- g. Assist department with tours of Simulation Center
- 8. General
 - a. Submit Annual Staff Report
 - b. Participate in campus-wide events including White Coat Ceremony and Graduation events.
- 9. Chair of SIM and Surgery Support
 - a. Perform general office and administrative support duties including scan, copy, and fax documents; prepare, edit, and proofread documents; send meeting announcements and reminders; order office supplies for clinical faculty and staff per request; and schedule appointments for the department.
 - b. Utilize Microsoft Word, Excel, PowerPoint, Outlook, and the Internet proficiently for creating documents, reports, surveys, databases and sign-up systems to schedule appointments for large groups. Proficiency in this area is a must.

- c. Create, access and merge databases efficiently and accurately to provide information as required to support the department and college.
 - d. Assist with travel arrangements and conference registrations. Make hotel and flight reservations as needed; obtain directions; create event folders with hotel and flight confirmations, directions, agenda, etc.
10. Military Medicine Tract Coordinator
- a. Assist with events and other curricular and extracurricular tasks as needed.
11. Other duties as assigned

III. Required Qualifications:

Bachelor's Degree from Accredited Institution or equivalent experience including:

- Ability to produce and manipulate reports, manage large databases; and
- Ability to quickly respond to ad hoc, short notice requests by Administration.
- Advanced understanding of the entire Microsoft Suite.
- B-Line Central Command Module audio and video archiving system
- Laerdal Medical Software programming and manikin support
- Capabilities to perform video/audio/photo editing
- Communication & Leadership Skills
- Service-oriented

This position will also require strong communication and organizational skills as well as the ability to work cooperatively in a fast-paced office environment. This position will demand that the individual be self-motivated and detail-oriented, with the ability to work proactively with minimal supervision.

Other skills important to this position:

- Excellent interpersonal skills.
- Ability to create high quality, professional written documentation and correspondence
- Excellent time management skills – ability to multi-task and complete work in required timelines
- Strong team player
- Commitment to company values

The successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

IV. Working Conditions and Efforts: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

Work environment: Office environment. Outside travel required 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.